

CITY OF SEATTLE

**DRAFT PROCEDURES
FOR THE EVALUATION OF THE REUSE AND DISPOSAL
OF THE CITY'S REAL PROPERTY**

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NOTE: Changes are shown with underlining for proposed new policy language and ~~striketrough~~ for existing policy language that is removed or replaced.

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2	Details to be Reported on the <i>Excess Property Response Form</i> ... Appendices

1.0 DEFINITIONS

When the terms defined here appear in text, they are capitalized.

Disposal	The Trade or Sale of Real Property in which the City has a fee interest to a non-City entity.
Easement	A right to use land owned by another for a special purpose.
Encumbrance	Any claim, lien, charge, or liability attached to and binding on Real Property, including those that affect the physical condition of the property and those that affect the title, which may lessen its value, or burden, obstruct, or impair its use but not necessarily prevent transfer of title.
Excess Property	Real Property that the Jurisdictional Department has formally determined it no longer needs for the Department's current or future use.
Fully Utilized Municipal Use Property	Municipal Use Property that is actively being used for municipal purposes to the fullest capacity possible under any required restrictions on its Municipal Use.
Hold	The period of time for which final legislative action on an Excess Property is delayed to give the proposed Transferee time to complete conditions necessary to the conclusion of the Transfer or Transfer of Jurisdiction.
Interim Use	The use of property for a non-municipal use(s) on a short-term basis during the period of time prior to its being used for its proposed future Municipal Use.
Joint Use	The shared use of City-owned Real Property by two or more City departments or by a City department(s) and one or more Public Agencies or private parties.
Jurisdiction	Primary responsibility and authority for Real Property as assigned by ordinance.
Jurisdictional Department	The City department or departments with responsibility for a specific parcel of Real Property as assigned by City Council.
Managing Department	The City department to which all or a portion of the management responsibility for a specific property has been delegated by agreement with the Jurisdictional Department and/or by ordinance.

Municipal Use	Active or passive use of Real Property to carry out general purposes of the City or to accomplish City goals and objectives.
Public Agency	A federal, state, or local (other than The City of Seattle) governmental entity, including but not limited to school districts; port districts; fire, sewer, and water districts; and public development authorities.
RES	See Real Estate Services.
Real Estate Oversight Committee	A committee of City department heads (or their designees) appointed by the Mayor, chaired by the Deputy Mayor or other Mayoral designee, that has the authority to review and make recommendations to Departments or to the Executive on Real Property matters.
Real Property	Land and appurtenances to land, including buildings, structures, fixtures, fences, and improvements erected upon or affixed to the same.
Real Property Asset Management Information System (RPAMIS)	A comprehensive database of information cataloging Real Property owned by the City.
Real Estate Services (RES)	City organization in the Executive Services Department (ESD), Facility Services Division that is responsible for strategic or “corporate” management of City Real Property, except for those properties outside Seattle, those properties actively used for power or water distribution, those properties under the control of the Seattle Center, and properties for which the City Charter specifically provides for jurisdiction by a specific department other than ESD.
Reuse	The use of an Unused Property or Underutilized Property, after review and assessment of the property's potential uses. Such uses may be facilitated by Transfers, Transfers of Jurisdiction, or Transfers of Partial Jurisdiction, and such uses may entail Interim Uses and Joint Uses.
Sale	The conveyance to a non-City entity of all or a portion of a parcel of Real Property for consideration.
Surplus Property	Excess Property formally designated by the City Council as not needed to carry out any recognized goal or policy of the City.

Trade	The exchange of one or more parcels of Real Property for other Real Property.
Transfer	The conveyance to a non-City entity of all or a portion of the rights associated with a parcel of Real Property.
Transfer of Jurisdiction	The internal process by which the City changes the department that has responsibility for a parcel of Real Property.
Transfer of Partial Jurisdiction	The internal process by which the City changes responsibility for a portion of the property rights associated with a parcel of Real Property.
Transferee	The City department to which all or a portion of property rights or jurisdiction over a property is assigned, or the Public Agency or private entity to which all or a portion of property rights are conveyed.
Underutilized Property	Municipal Use property that could support additional and/or more intensive uses without interfering with the primary use of the property.
Unused Property	Property owned by the City that is not currently in Municipal Use and that is not being rented, leased, or otherwise used under an agreement with the City.

2.0 PURPOSE

These procedures establish a uniform evaluation process for the Reuse or Disposal of Real Property owned in fee simple by The City of Seattle (City).

3.0 SUMMARY

Following standard procedures described below, each City department should classify every property under its jurisdiction, review that classification regularly, and report all changes to Real Estate Services (RES). When suitable and compatible, additional uses should be implemented for properties that are not fully utilized for Municipal Uses. Unused Property should be utilized for municipal purposes to the fullest extent possible, with Interim Uses identified and implemented if the property is needed for a future Municipal use. Failing identification of a current or future Municipal Use, the property should be disposed of following standard procedures to notify and solicit proposals from prospective users, including other City departments, Public Agencies, and private parties.

Classifications and uses of all Real Property owned in fee simple by the City are maintained in a central inventory administered by RES.

4.0 SCOPE

These procedures apply only to Real Property where the City owns a fee interest, whether located inside or outside the boundaries of the City, unless the Real Property was acquired as a street right of way. All City departments and agencies are subject to these procedures unless superceded by City Charter, state law, or federal law, e.g., the Seattle Public Library (per RCW 27.12.210 and 27.12.300).

5.0 GUIDING PRINCIPLES FOR THE REUSE AND DISPOSAL OF REAL PROPERTY

- A. It is the intent of the City to strategically utilize Real Property in order to further the City's goals and to avoid holding properties without an adopted municipal purpose.
- B. Decisions regarding Reuse or Disposal of the City's Real Property should be made on a case by case basis using the guidance in adopted City Policy.
- C. So that Real Property decisions are made within a City-wide context, the Executive's recommendations to City Council on such matters should be made by the REOC to the extent not otherwise prohibited. The Real Estate Oversight Committee includes the Executive Services Director, the Director of the Strategic Planning Office, the Director of Seattle Public Utilities, the Director of the Department of Neighborhoods, the Director of the Office of Economic Development, the Superintendent of City Light, the Superintendent of Parks & Recreation, the Director of the Department of Construction and Land Use, and the Director of Transportation. Lead responsibility for analysis of Reuse and Disposal of Real Property is assigned to RES, unless delegated.
- D. Except as otherwise delegated by ordinance, final decisions regarding the acquisition of Real Property Rights shall be made by the City Council. Any negotiations entered into by the City prior to final authorization by City Council, when needed, shall clearly communicate that the final decision is to be made by City Council.
- E. The decision-making process described in these procedures and the resulting decisions should be interpreted and applied in a manner to comply with federal, state, and local laws and regulations.

- F. These procedures are intended as guidelines for City decision-making in the Reuse and Disposal of property; no express or implied rights or responsibilities are intended to be created for any party. Failure to comply with these procedures will not give any party the right to change, rescind, or delay any decision or transaction related to changed use or ownership of City property or provide any claim for damages or other relief.
- G. The Law Department should be consulted as needed in the process and at minimum, on the following matters: (a) compliance of proposed Reuse and Disposal actions with local, state, and federal ordinances, statutes, regulations, plans, and policies; (b) the need for environmental analyses, including environmental due diligence and review required under the State Environmental Policy Act (adopted by Seattle Municipal Code ch. 25.05); and (c) the form and substance of any proposed legislation and transaction documents.
- H. These procedures are not intended to supersede those adopted by the City Council that exclusively outline a Reuse or Disposal process for a specific property or type of property. In cases where inconsistencies or conflicts occur between the two, the specific policies adopted by City Council for the property in question shall prevail.
- I. Nothing in these procedures should be construed as favoring one municipal purpose over another.
- J. These procedures are intended to encourage citizen participation and to be coordinated with and to support neighborhood planning efforts.

6.0 CLASSIFICATION AND REVIEW OF REAL PROPERTY

This section provides guidance on classification, periodic review, and reclassification of Real Property that is owned in fee simple by The City of Seattle, except as noted in Section 4.0 (Scope).

6.1 CLASSIFICATION

- Jurisdictional Departments will classify each of their properties into one of the following categories:
 - Fully Utilized Municipal Use Property
 - Underutilized Property

- Interim Use Property
- Unused Property
- Excess Property
- Surplus Property, when previously so determined by Council action.

All classification data will be maintained in the RPAMIS by RES. The classification process is to be completed by the end of the calendar year in which these procedures are adopted.

The Fully Utilized and Underutilized categories reflect a level of Municipal Use. Interim Use reflects a short term non-municipal use for a property which has a planned future Municipal Use. Property in the Unused category has no current use, but reflects the possibility of future Municipal Use; for example, a property that could be slated for future municipal purposes, but has not yet been so identified, would be classified Unused. The Excess category reflects a Jurisdictional Department's explicit decision that it no longer needs the property for a Municipal Use. The Surplus category reflects the City Council's explicit decision that the City no longer needs the property for any municipal purpose.

Each property will also be included in a strategic plan for City property. The plans are to be prepared and maintained by RES and approved by the REOC.

6.2 PERIODIC REVIEW

After the initial classification effort, the status of each property will be reviewed regularly to consider the suitability of each property for its current use and to consider Reuse or Disposal of Underutilized and Unused Property. The frequency of review is specified in Table 1. Special requirements that apply to a classification are noted in the table. Lacking a defined current or future Municipal Use, Excess and Surplus Properties are not subject to these review requirements.

The Mayor, City Council, or RES staff may request that a specific property be reviewed at a time not normally scheduled. By directing a request to RES, other parties may also ask for an unscheduled review. RES will evaluate the most recent property review and strategic plan to decide whether a new review is needed. If it is not, RES will provide a brief explanation to the requester.

6.3 REPORTING

For purposes of maintaining the accuracy of the RPAMIS database, Jurisdictional Departments are to report all changes in the status of Real Property. The changes are to be reported to RES within 30 days of the change. Such changes include acquisitions, Disposals, Transfers (including Transfers of Jurisdiction or Partial Jurisdiction), and changes in current or potential future use.

Every year, the Jurisdictional Department should review RPAMIS information for each of its properties—classification, current use, and any potential future use with its projected starting date. A written confirmation of accuracy is due by February 15 to RES.

By March 31 of every year, a status report for all City property covered by these procedures is due from RES to the REOC and City Council. For each property, this *Real Property Status Report* should list current classification, current use, potential for Joint or Interim Use, and any intended future uses with their projected starting dates.

In addition, RES will prepare and distribute a quarterly *Excess Property Status Report* to City departments, the REOC, City Council, and interested parties on record with RES.

7.0. CHANGES IN MUNICIPAL USE PROPERTIES

To make more efficient use of City resources, changes may be made in the use of properties that a department has not declared Excess. Specifically:

- o Underutilized and Unused Properties should be used more intensively for municipal purposes (Reused)
- o Jurisdiction of Fully Utilized Municipal Use Properties may be transferred between departments to better align their missions with their responsibilities.

All such changes, which are initiated by the Jurisdictional Department, require review by RES before they can be approved by the City Council. When RES does not concur with the Jurisdictional Department's recommendation, either party may refer the matter to the REOC for resolution. Law Department approval is required for all proposed legislation authorizing any change.

7.1 ADDING USES TO UNDERUTILIZED OR UNUSED PROPERTY

Underutilized and Unused Property may have the potential for more intensive use. Property that can accommodate more than one Municipal Use or a Municipal Use and one or more non-municipal uses is classified as being in Joint Use . Unused Property that has a future Municipal Use but is currently being used for a non-municipal use is classified as having an Interim Use. This section describes procedures for identifying, evaluating, approving, and implementing Joint and Interim Uses.

7.1.1 Identification and Solicitation of Additional Uses

Underutilized Property

As part of its annual review, the Jurisdictional Department is to identify potential additional uses of Underutilized Property, with help from RES if needed. Results of the review are to be reported on the *Underutilized Property Review Form* (Appendix A). To facilitate this process, RES will evaluate requests from the last 3 years for City property meeting the characteristics of the Underutilized Property. RES will summarize its findings for the REOC. With RES's help if needed, the Jurisdictional Department is also to announce the availability of the Underutilized Property to other City Departments, Public Agencies, and private parties, and is to invite their proposals for Joint Use.

Unused Property

If a future Municipal Use is or has been identified for Unused Property, the Jurisdictional Department should analyze possible Interim Uses for the property, if any. The notification and solicitation procedures that apply to Underutilized Property may be followed. Unused Property for which no future Municipal Use is identified should be reclassified as Excess.

7.1.2 Review and Approval

The Jurisdictional Department should utilize guidelines outlined in adopted Council policy on reuse and disposal of City property when analyzing the feasibility of proposed Joint and Interim Uses. If a proposed Joint or Interim Use is acceptable to all entities involved, including RES and nonjurisdictional departments, the Jurisdictional Department should prepare legal documents establishing the arrangement, for City Council approval. RES may request copies of the legal documents for itself and the REOC.

Any expenses associated with environmental due diligence may be negotiated by the Jurisdictional department and the entities involved in the Joint or Interim Use.. In addition, the entities implementing the Joint or Interim Use should bear the costs of implementing and removing such use; alternative arrangements may be negotiated with the Strategic Planning Office and approved by the REOC. Consideration, if any, should be consistent with the State Accountancy Act (RCW 43.09.210) and other applicable laws and regulations. If consultation with the Law Department reveals that a SEPA review is needed, the Jurisdictional Department should conduct the review. When the evaluation of proposals is complete, the Jurisdictional Department should forward its recommendation to RES for review and approval.

Additional review should be undertaken if the Jurisdictional Department's recommended Joint or Interim Use is questioned. If questioned by a nonjurisdictional department, the matter should be taken up by RES, who should forward its findings to the REOC. If questioned by RES, the matter should be taken up directly by the REOC. Upon resolution, legislation should be prepared by the Jurisdictional Department for City Council approval.

7.2 CHANGING JURISDICTION OF FULLY UTILIZED MUNICIPAL USE PROPERTY

When the Jurisdictional Department, in consultation with RES, believes that jurisdiction of a parcel of Real Property should be transferred to another City department, it should contact the other department to discuss such factors as compensation, current or potential revenue associated with the property, estimated costs associated with a Transfer of Jurisdiction, and the physical condition and maintenance requirements of the property. The two departments should negotiate the terms of any Transfer of Jurisdiction.

7.2.1 Notification and Comment

When a tentative agreement has been reached, the Jurisdictional Department should notify RES, which in turn should notify all property-managing departments of the proposed Transfer of Jurisdiction. Responses are due 2 weeks later. At a minimum, the responses should specify utilities, easements and access agreements that are on or are needed on the property; other comments are invited.

7.2.2 Evaluation

On the basis of responses received, RES may concur with, recommend against, or place conditions upon the proposed Transfer of Jurisdiction. If RES concurs with the proposed Transfer of Jurisdiction, the required legislation is prepared by RES for City Council approval. In the absence of concurrence, the Jurisdictional Department may ask the REOC for resolution and RES will prepare legislation in accordance with the resolution of the REOC..

8.0 CHANGES IN EXCESS PROPERTY

When a parcel of Real Property becomes Excess, other City departments and Public Agencies are to be notified of its availability, asked to identify their interest in it—particularly less-than-fee- simple rights the City should keep, such as utility Easements—and invited to propose Municipal Uses for it. This information is evaluated in a two-tiered process. The Jurisdictional Department first examines the information and makes a recommendation, which is then evaluated by RES. As part of its evaluation, RES then classifies the proposed decision as “simple” or

“complex.” “Complex” decisions require a public involvement process and additional City review. Before being submitted to the City Council for action, all proposed Reuse or Disposal actions must be approved by RES and, for “complex” decisions, the REOC.

8.1 INITIAL NOTIFICATION AND RESPONSE

When a Jurisdictional Department declares a property Excess, it should complete an *Excess Property Description* (Appendix B) and send the form to RES. On receipt, RES should prepare an *Excess Property Notice* (Appendix C). The notice should be distributed to all City departments, to Public Agencies that RES determines may be interested in the property, and to Public Agencies whose regulatory or policy responsibilities affect the property. In addition, notice shall be given to pertinent citizens, community groups, and other interested parties as determined in Section 8.4.2.

With the *Excess Property Notice*, RES should also distribute an *Excess Property Response Form* (Appendix D) and an *Excess Property Proposed Use Form* (Appendix E). Both are due back to RES within 30 days of the date of the *Excess Property Notice*. At its discretion, RES may grant an extension upon receipt of a written request indicating the reason for the extension and a proposed revised due date. Completed *Excess Property Response Forms* should be copied and sent to the Jurisdictional Department.

All City departments or Public Agencies should return a completed *Excess Property Response Form*, even if they have no explicit interest in the property. The nature of each department’s response is detailed in Table 2. To protect the interests of the City as a whole, it is especially important to provide complete and accurate information on this response form. Any entity interested in acquiring the property must also return an *Excess Property Proposed Use Form* signed by the director or designee, submit an implementation plan, and specify a funding source.

In their *Excess Property Proposed Use Forms*, City departments and Public Agencies may request a delay in the implementation of a Reuse or Disposal decision—a Hold—until certain steps can be completed (e.g., obtain funding). The request for a Hold will be evaluated by RES during its review.

8.2 FIRST-TIER EVALUATION BY JURISDICTIONAL DEPARTMENT

Within 30 days of receiving copies of completed *Excess Property Proposed Use Forms*, the Jurisdictional Department should analyze the proposed uses and forward its recommendation for Reuse or Disposal to RES. This recommendation should describe the preferred Reuse or Disposal and may propose a Transferee or method for selecting a Transferee.

The Jurisdictional Department may recommend one of several options:

- o Establishment of Interim Use until identified and recommended future Municipal Uses are implemented
- o Transfer for implementation of a Municipal Use
 - To another City department
 - To a specific non-City Transferee
 - To a non-City Transferee that has not yet been identified
- o Designation as Surplus property to be transferred
 - To a specific non-City Transferee
 - To a non-City Transferee that has not yet been identified

8.3 SECOND-TIER EVALUATION BY REAL ESTATE SERVICES

8.3.1 Evaluation Factors

RES's evaluation of alternative uses for Excess Properties should include the factors identified in adopted Council policy for reuse and disposal of City property.

8.3.2 Options

RES may recommend any of the options identified in Section 8.2, even if it differs from the option recommended by the Jurisdictional Department.

If a specific Transferee is recommended and that Transferee has requested a Hold, RES may suggest that the Jurisdictional Department retain the property for 1 year so that the prospective Transferee ~~acquiring party~~ may obtain funding or complete other necessary steps. Any Hold so recommended is to be reviewed as part of and will take effect following the City Council's approval of a proposed use for the property. The responsibility for maintenance costs during the period of the Hold should be explicit in RES's recommendation.

8.3.3 Complexity

As part of the second-tier evaluation process, RES should classify each proposed Reuse or Disposal decision as "simple" or "complex," using the following factors:

- o The presence of conflicting proposals
- o The type and amount of consideration proposed or necessary for the property
- o The estimated fair market value of the property
- o Change in zoning requirements required by the proposed action
- o Whether the City will retain any Real Property rights
- o Community interest in the property.

Regardless of any other factor, the decision will automatically be classified as “complex” if either of the following applies:

- o The estimated fair market value of the property exceeds \$1 million
- o A “complex” designation has been requested by the Jurisdictional Department, REOC, or City Council.

RES’s decision regarding the complexity of the proposed action should be recorded on a *Property Review Process Determination Form* (Appendix F).

8.3.4 Documentation and Distribution of the Recommendation

RES should document its analysis and recommendation in a *Preliminary Recommendation Report on Reuse or Disposal of Excess Property (Preliminary Report)*, a summary of which will then be circulated to the REOC, and to all City departments and Public Agencies that expressed an interest in the Excess Property, and to pertinent citizens, community groups, and other interested parties as determined in Section 8.4.2. The *Property Review Process Determination Form* should be included with the summary of the *Preliminary Report*.

8.4 PUBLIC NOTIFICATION

8.4.1 Application of the Notice Process

Sections 8.4.2, 8.4.3, 8.4.4, and 8.4.5 apply to both “simple” and “complex” decisions as determined by Section 8.3.3.

8.4.2 Initial Notification

As part of the Initial Notification and Response process in Section 8.1 of the Procedures, in addition to providing City departments and Public Agencies with an Excess Property Notice and Excess Property Response Form, RES shall provide

notice to all property owners within 500 feet of the property. RES shall also provide notice to other residents, neighborhood, community and nonprofit groups that, in the opinion of FFD, may have an interest in acquiring the property or in the disposition of the property. At a minimum, the notice must go to all district councils established by Resolution 27709. In determining which groups to notify and the geographic location of the potentially interested groups, FFD shall consider the size and location of the property and the range of potential uses for the property. Types of groups to be considered for notification should include community and neighborhood associations, local chambers of commerce, and non-profit housing, environmental, and open space preservation groups.

8.4.3 Renotification

In the event that the the Executive has not completed the review and disposition process on a property and has not sent a recommendation to the City Council for approval within 18 months of the date that the Initial Notification in Section 8.1 of the Procedures is provided for a property, then RES shall again provide notice to the groups identified as described in Section 8.4.1 about the status of the disposition process, including whether:

- A Preliminary or Final Recommendation Report on reuse or disposal has been completed by the Executive.
- Negotiations are underway with any interested purchaser or purchasers.
- The property continues to be available for purchase or for other use of disposition.

8.4.4 Notice of Recommendation

When the Executive transmits legislation to the Council with a recommendation on disposition of real property, the Executive shall notify the groups identified as described in Section 8.4.1 for a subject property about the Executive's recommendation and the rationale for the recommendation.

8.4.5 Documentation of Public Notice

As part of the Preliminary and Final Recommendation Report that the Executive sends to the Council for its consideration, the Executive shall describe in detail the public notice process used to comply with Sections 8.4.2 through 8.4.4 above, including a list of all citizens and organizations notified, with date of the notice, contact name, address, and if available the telephone number and e-mail address, as well as a copy of the notice and a summary of public comments received. The Council may choose not to vote on any legislation approving a disposition or reuse of the property until this information is provided.

8.4.6 Simple v. Complex Decisions

8.4.6.1 Simple Decisions

After the summary of the *Preliminary Report* and *Property Review Process Determination Form* have been distributed as provided in Section 8.3.4, the process for “simple” and “complex” decisions diverges. For “simple” decisions, legislation is prepared by RES, reviewed and approved by the Law Department and Department of Finance, and sent to the City Council, together with a copy of the *Preliminary Report*.

8.4.6.2 Additional Requirements for “Complex” Decisions

“Complex” decisions require the following additional steps before the documents are prepared for submission to Council:

- o RES submits the *Preliminary Report* and a proposed public involvement process to the REOC; revisions are made as needed to achieve approval. The public involvement process gives citizens, community groups, and other interested parties an opportunity to comment on RES’s recommendations for the Excess property.
- o After REOC approval, RES briefs the appropriate City Council Committee on the nature of the decision and the proposed public involvement process. RES also provides this information to the Jurisdictional Department, and other City departments and Public Agencies that expressed an interest in or concern over the property.
- o RES implements the public involvement process.
- o RES prepares a *Final Recommendation Report* to summarize comments, update the *Preliminary Report*, and revise recommendations.
- o RES submits the *Final Recommendation Report* to the REOC for approval, and then to the City Council with legislation for any required dispositions.

~~8.4 8.5 APPROVALS-IMPLEMENTATION AFTER CITY COUNCIL APPROVAL~~

After the summary of the *Preliminary Report* and *Property Review Process Determination Form* have been distributed, the approval process for “simple” and “complex” decisions diverges. For “simple” decisions, legislation is prepared by RES, approved by the Law Department and Strategic Planning Office, and sent to the City Council, together with a copy of the *Preliminary Report*.

~~“Complex” decisions require the following additional steps before the legal documents are drafted:~~

- ~~o RES submits the *Preliminary Report* and a proposed public involvement process to the REOC; revisions are made as needed to achieve approval. The public involvement process gives citizens, community groups, and other interested parties an opportunity to comment on RES’s recommendations for the Excess property.~~
- ~~o After REOC approval, RES briefs the appropriate City Council Committee on the nature of the decision and the proposed public involvement process. RES also provides this information to the Jurisdictional Department, and other City departments and Public Agencies that expressed an interest in or concern over the property.~~
- ~~o RES implements the public involvement process.~~
- ~~o RES prepares a *Final Recommendation Report* to summarize comments, update the *Preliminary Report*, and revise recommendations.~~
- ~~o RES submits the *Final Recommendation Report* to the REOC for approval, and then to the City Council with legislation for any required transactions.~~

After the City Council has approved the disposition~~transaction~~, the Jurisdictional Department or other department authorized by the City Council should proceed with implementation.

If a Hold was approved, the REOC may allow a 1-year extension of the Hold. This extension may be granted only upon submittal of evidence that the transaction is still viable and progress has been made towards completing the conditions for which the Hold was granted.

If the conditions of the Hold have not been met following the expiration of the second year, if the proposed Transferee ~~acquiring agency~~ did not seek an extension of the Hold, or if such request was denied by the REOC, notice of the property’s availability will be recirculated consistent with the process outlined under Initial Notification and Response in Section 9-18.2.